

# COMMANDER NAVAL RESERVE FORCE

## NAVAL OCCUPATIONAL SAFETY AND HEALTH BILL OF RIGHTS

### POLICY

It is the policy of the Chief of Naval Operations and the Commander Naval Reserve Force that Commanding Officers shall establish and maintain effective, comprehensive Occupational Safety and Health (OSH) programs as a prime element of the overall DOD mishap prevention program.

1. Commanding Officers shall require that persons concerned are instructed in all applicable safety precautions and to provide a safe and healthy work environment. The Commanding Officer is the highest risk assessor at the activity.
2. Supervisory personnel are responsible to ensure that their subordinates are instructed as to the hazards of their work or work areas, maintain vigilance that subordinates are performing as trained and wearing protective equipment when required.
3. Individuals are responsible for knowing, understanding, and observing all safety precautions applicable to their work or work areas. Violators of safety instructions are subject to disciplinary actions in accordance with UCMJ or Civilian Manpower Instruction 751.

### HAZARD REPORTING AND ACTIONS

#### Procedures

#### Hazard Reporting

1. All personnel are encouraged to report unsafe acts or unsafe conditions to their immediate supervisor orally or in writing or to the activity safety official.
2. The identity of the person making a report will be protected if that person does not want their identity revealed.
3. Commanders will ensure that personnel are not subject to restraint, interference, coercion, discrimination or reprisals for participating in the occupational safety and health program.
4. In cases of "imminent danger", the appropriate management official shall cease all work, remove personnel not needed for abatement, and commence abatement. The activity commander will be assessed immediately.
5. For all other safety reports, the work place supervisor will initiate an investigation within 3 days. Within (10) working days, the work place supervisor shall advise the activity safety official in writing, via the department head, of what action that has been taken.
6. The safety office will conduct a follow-up inspection and notify the originator within (10) ten working days of action taken. If the safety office determines that the complaint is not unsafe or unhealthful, the originator will be notified in the same time period.
7. All category one and two hazard conditions, that employees maybe exposed, will have a posting of notice and will not be removed until the hazard is abated.
8. The annual activity accident record must be posted on the Quarterly Report of Navy Occupational Injuries/ Illnesses OPNAV 5100/5 during the month of February.

#### Appeals

1. If the originator of a hazard report is dissatisfied with the safety office action, they have the alternative right to appeal.
  - a. Civilian Employees:

It is the Commander, Naval Reserve Force policy that hazard reports be resolved at the first level of management, however, the originator may appeal through Echelon 4, 3, 2, the Chief of Naval Operations, the Secretary of the Navy (ASN(MRA & L)), and the Assistant Secretary of Defense (Manpower, Reserve Affairs, and Logistics), and the final appeal to Office of Federal Agency Safety Programs, U.S. Department of Labor, Washington, D.C., 20210. The final appeal must describe, in detail, the entire processing of the report, and must set forth objectives thereto.

b. Military:

The sequence of appeal is via the chain of command. The final appeal authority is the Office of the Secretary of Defense (ASD(MRA & L)).

For further information contact I NAVSUPPACT SAFETY OFFICE, BLDG 8, FAX: 678-2758